Administrative Council
April 1, 2026 - 3:30 p.m.
TEAMS Meeting

Minutes

Voting Members Present		
Amy Brown	Eric Carlile	William Carroll
Autumn Cecil	Rufaro Chitiyo	Scott Christen
Kristine Craven	Mark Creter	Jennifer Dewar
Andrew Donadio (Chair)	Amy Foster	Casey Fox
Jerry Gannod	Rachel Hall	Kim Hanna
Amy Hill	Mei Hu	Jim Jenkins
John Liu	Twanelle Majors	David Mann
Michael Nattrass	Joseph Ojo	Mike Reagle
Bedelia Russell	Steven Seiler	Claire Stinson
Leslie Suters	Dennis Tennant	Elijah Tidwell
Thomas Timmerman	Kristen Trent	Dan Warren
Stephanie Wendt	Kexin Xu	
Voting Members Absent		
Cheyenne Bare	Chris Brown	Colin Hill
Richard Le Borne	Fred Nichols	Rob Owens
Amaya Rosacia	Joseph Slater	Debe Yu
Resource Persons / Others Present		
Katie Aikens	Michael Aikens	Julie Baker
Ed Beason	Aleta Cannon	Nick Dolata
David Hobbs	Charmian Leong	Jeannette Luna
Karen Lykins	Philip Oldham	Becky Smith
John Smith	Jennifer Taylor	Lee Wray

Summary:

Approved agenda.

Approved March 4, 2026 minutes.

Approved Athletics annual report for 2025-2026 (Casey Fox)
1) Diversity Issues
2) Gender Equity

Approved annual reports of committees reporting to the Administrative Council for 2025-2026 (Andrew Donadio).

Approved Policy 170 – Campus Space and Utilization & Allocation (Julie Baker).

Approved new Procedures and Charter for newly created Institutional Biosafety Committee (Jeannette Luna).

Approved new Procedures and Charter for newly created Laboratory Safety Committee (David Hobbs).

Elected Vice-Chair for Administrative Council for 2026-2027 (Michael Nattrass).

Proceedings:

Chair Andrew Donadio called the Administrative Council meeting to order at 3:32 pm. Scott Christen motioned to approve the agenda for April 1, 2026. Stephanie Wendt seconded. Motion APPROVED. William Carroll asked if the new committees being introduced would be information items or if they would be voted on. Chair Donadio stated they would be voted on.

Michael Nattrass motioned to approve the minutes from the March 4, 2026, meeting. Rachel Hall seconded. Motion APPROVED.

Casey Fox discussed the athletics annual report for 2025-2026 regarding diversity issues and gender equity. Fox stated that female student athletes represented 46.15% of student athletes, which was above the required 44.99%. In the last year athletics had hired females into the following clerical, administrative, and coaching positions: director of sports medicine, assistant AD for business and personnel, assistant volleyball coach, assistant softball coach, assistant women's basketball coach, assistant track and cross-country coach, football program assistant, and marketing coordinator positions. Female student athletes made up 62.5% of the student athlete committee (SAC).

Minority students made up approximately 29.8% of women's teams and 56.9% of men's teams, which was an increase from the previous year. Minorities were represented in the following coaching positions: head coach in beach volleyball, assistant coaches, baseball coach, a track coach, three coaches in football, two coaches in men's basketball, and one coach in women's basketball. Two members of coaching staff were non-resident aliens in women's cross country and soccer. Administratively, athletics employed minorities in the ticket office, physical therapy, athletic training, and strength coaching. There were fifteen minority student athletes on the SAC. Hall motioned to approve the athletics annual report for 2025-2026. Nattrass seconded. Motion APPROVED.

Andrew Donadio presented the annual reports of committees that reported to Administrative Council for 2025-2026 and sought a motion to approve the reports. Wendt motioned to approve the annual reports of committees that reported to Administrative Council for 2025-2026. Christen seconded. Motion APPROVED.

Julie Baker discussed revised Policy No. 170 Campus Space and Utilization & Allocation. Minor changes were made regarding the location of procedures from Facilities and Business Services to the university standing committee page, but no other changes were made. Wendt motioned to approve revised Policy No. 170 Campus Space and Utilization & Allocation. Hall seconded. Motion APPROVED.

Jeannette Luna discussed the new procedures and charter for the newly created Institutional Biosafety Committee. The purpose of the committee was to align Tennessee Tech with other similar research institutions and to enable the university to receive National Institutes of Health (NIH) grants, specifically those with recombinant DNA. The committee composition would include two members of the public, as it was a requirement by NIH. Hall motioned to approve the new procedures and charter for the newly created Institutional Biosafety Committee. Christen seconded. Motion APPROVED.

Carroll stated that he had concerns regarding a section of the procedures that said the committee would review and approve research and thought it conflicted with Policy No. 202 Academic Freedom and Responsibility. Carroll asked if a friendly amendment could be made. Luna stated that that was a requirement by the NIH and if research using recombinant DNA was done on campus, it would need to be reviewed and approved by the institutional biosafety committee before the research began. Carroll said it seemed as though it conflicted with Policy No. 202 and asked if it was required for the committee to send a report on significant problems and violations or if the VP for Research would send the report to NIH. John Liu replied that the committee would work closely with the office of the VP for Research on these reports, but the committee would make the decisions based on their expertise and experience.

David Hobbs discussed the new procedures and charter for the newly created Laboratory Safety Committee. The committee was designed to accommodate all general laboratory safety concerns on campus and to give faculty and staff across campus more input in deciding on procedures and to consider all departments with lab space. Christen motioned to approve the new procedures and charter for the newly created Laboratory Safety Committee. Carroll seconded. Motion APPROVED.

Michael Nattrass sought nominations for a vice-chair for Administrative Council for the 2026-2027 academic year. The vice-chair would then become the chair of the Administrative Council for the 2027-2028 academic year. Chair Donadio nominated Rachel Hall for vice-chair. There were no other nominations and Hall accepted the nomination. Chair Donadio motioned to close nominations and elect by acclamation. Caroll seconded. Motion APPROVED, Hall was elected as vice-chair for the 2026-2027 academic year.

There were no Other Such Matters.

Nattrass motioned to adjourn. Christen seconded. Adjourned at 3:57 pm.

Becky Smith, recorder

Materials provided via Administrative Council Teams channel and on file with the Office of the President